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SECURITY INFORMATION

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TO : Chief, Security Division

1 April 1952

FROM : Deputy Security Officer/CIA

SUBJECT: Request for Use of Provisionally Cleared Pool Employees.

25X1A9a

██████████ Personnel, called and made a request for security permission and decision to use the provisionally cleared (non-classified information) pool employees for the following purposes:

(1) Personnel is issuing a personnel qualification questionnaire to all staff employees of CIA. Approximately ██████████ replies should be received in response to this questionnaire. Personnel needs to use employees to code these replies for IBM purposes. They propose to use Colonel Baird's provisional trainees in ██████████ in the unclassified pool (UTGA). These employees will review the forms, code them on IBM cards and return them to Personnel.

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Unless you have other considerations in mind I feel that security-wise this must be denied in that we are giving uncleared personnel access to the names of all our staff employees, together with a rather comprehensive picture of their qualifications and professional background. This represents a security risk which is not warranted and I feel that only fully cleared employees should have access to this information.

(2) Personnel desires to review the applicant dead files in order to transcribe certain basic information from those files into IBM code forms. They propose to use the provisionally cleared employees of the Unclassified "D" Street Personnel Pool. They furnished as an example a personnel file which contained considerable information as to names of staff employees and their comments in regard to the applicant in question. When I objected on this phase, Personnel stated that this can be accomplished by stripping the files and furnishing to the pool a copy of the PHS or the 57 form, thereby eliminating the possibility of such employees reviewing complete personnel files with all the information contained therein. Personnel states that from ██████████ files would be involved. This would not be a set group to perform this function but would represent a large number of provisionally cleared employees funneled through the Personnel Pool awaiting clearance, with a constant change in the number of persons involved as a result of their clearance and graduation to classified duties. Personnel states that such employees can be quickly trained in the use of the coding system.

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Although there are certain objections, it is possible that this can be worked out. Please look into the above two matters and give me your recommendations as to our response to this inquiry.

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